



Arkansas Department of Finance and Administration
Office of Intergovernmental Services
Victim Justice and Assistance Program

2005 Subgrant Proposal Guide and Instructions

This document is offered to assist in the completion of the ***Proposal for Federal Support*** form and ***Anticipated Project Costs Spreadsheet*** that are to be used to respond to the RFP issued by the Office of Intergovernmental Services, Victim Justice and Assistance Program. Should additional clarification or guidance be needed, please feel free to contact the IGS/VJA staff at 501-683-1685.

PAGE 1: AUTHORIZED OFFICIAL CONTACT INFORMATION

Among the eligibility requirements found in the attached document, *Request for Proposals: Subgrant Determination Overview*, each applicant organization must be registered with the Internal Revenue Service (IRS), possess a Federal Identification Number (FIN)¹ and be equipped with an accounting system that can receive, expend and, if necessary, refund federal funds. Because the subgrant agreement is a formal document between two legal entities, the applicant organization must be the legal entity under which the FIN is registered and under the authorizing signature of the highest-ranking officer of the organization's governing body.

A **nonprofit organization** that is registered with the IRS and financially operates an internal checking account is an eligible subrecipient. The authorized official for such an organization is the President of the Board of Directors.²

Governmental offices and departments that operate under a city, county or state government; however, to determine the proper entity and authorized official, the applicant must consider (1) the registered entity under which the FIN being used is registered, and (2) the accounting system that will be used if a subaward results from the proposal. The following scenarios serve as a guide:

- *Scenario 1:* A sheriff's office, which is a department within county government, applies using the FIN registered to the County and plans to have the federal funds operated through the county's accounting system. The eligible subgrant recipient, then, is the County, and the authorized official of that legal entity is the County Judge.
- *Scenario 2:* A prosecuting attorney who applies using a FIN issued to the Prosecuting Attorney's Office and plans to operate the federal funds through an internal checking account. The eligible subgrant recipient is, then, the Prosecuting Attorney's Office, and the authorized official is the elected prosecuting attorney.

¹ Also known as an Employer Identification Number (EIN).

² Employees are not recognized as authorized to bind an organization for purpose of this proposal.

Please note that, after a subgrant award is formalized between the legal entities, IGS/VJA allows the authorized official to request a designee to act on his/her behalf, with the understanding that such a transfer in responsibility does not release the legal entity from any liability. However, until the subgrant award is finalized, the authorized official must be an active participant in the subgrant finalization, so as to avoid any miscommunication.³

Nonprofit and governmental entities often receive multiple funding awards that carry different fiscal years or project periods; however, each organization should have an internal fiscal year established. Please provide the organization's formal fiscal year, as opposed to the project period.

PAGE 2: VICTIM REFERRAL INFORMATION

On occasion, victims of crime contact IGS/VJA in search of services. In addition, we are often asked by national and state organizations to submit subgrant contact information so that services can be listed in referral directories. To ensure that accurate contacts are passed on, please provide the information requested, along with any additional information that you wish to be identified regarding the range or limitations of your services.

Responses to Narrative Questions:

Several of the questions that follow require a narrative response. Please keep in mind that your proposal serves as a written description of your organization and your proposed project and will be read by a wide range of individuals, including federal grantors. **Thorough and clear responses will improve the reader's ability to fully understand your proposal, regardless of his/her familiarity with your organization, community and plans for the future.**

PAGES 3 - 10: GENERAL ORGANIZATIONAL INFORMATION

This section solicits information that the IGS/VJA staff needs in evaluating your organization's eligibility under the various grant programs. Most of the questions are thought to be self-explanatory, but the following information may be helpful.

- a. Organizational History: Your response should provide a brief overview of why and when your organization was established.
- b. Staff: Please describe the current size of your staff. When counting the entire staff size, you should include employees that are currently paid using federal funds. You are then asked to distinguish how many employees are paid through federal funds you currently receive.

³ The designation of an individual to be recognized as authorized official must be renewed with each subgrant award, if it is the desire of the highest-ranking officer that person to continue in that capacity.

- c. Volunteers: A volunteer is one who contributes his/her time to your organization without financial compensation. If volunteers contribute their time to your organization/department, please provide a complete list of the tasks they routinely perform.

- d. Organizational Finances: This section requires **full disclosure of the organization's financial standing**.

Current Subgrantees Receiving in Excess of \$100,000: This section requires organizations that currently receive in excess of the funding eligibility cap to reveal its plan for continued reduction of VOCA/STOP and/or FVPSA dependency. If not applicable to your organization, please proceed to the next question (f).

Government Debts: This question requires disclosure of delinquent state and federal taxes and other debts (e.g., penalties, grant refunds, etc.).

- e. Victim Compensation: The Arkansas Crime Victim Reparations Board (ACVRB) is operated through the Attorney General's Outreach Program. It is designed to financially assist victims with out-of-pocket expenses incurred as a result of a crime. If your organization routinely assists victims in receiving benefits from ACVRB, please respond to the questions asked. Otherwise, please proceed to the next question (f).

- f. Subgrant Administration Performance: This section applies only to previous/existing subgrantees of IGS/VJA. If not applicable, please proceed to the next question (2).

PAGE 11: RELEVANT STATISTICAL INFORMATION

This section allows you to provide information regarding the number of victims that your organization currently serves and a forecast of the number that could be served if your proposal is selected for federal support. IGS/VJA anticipates receiving proposals from a wide range of organizations, so additional guidance in completing this section may be helpful:

- The term "served" is not restricted to traditional victim services. Depending on the role of your organization, the number of victims served may relate to incidents reported to law enforcement, the number of investigations conducted, cases that were prosecuted and activities that benefit victims whose offenders are under court-ordered probation. If you believe that an explanation would be helpful to the reader to clarify the statistical information that you have provided, please feel free to include an attachment page.
- Your organization may serve a wide range of victims, but the proposed project targets a specific population. If this is the case, please limit your statistical information to the targeted population. If you believe that the reader will benefit from knowing information regarding the other individuals you serve, please separate this information on an attachment page.

- For programs that propose to provide services and shelter services, please indicate the entire victim population within the section for the specific crime type and then extract the numbers that are specific to those provided shelter. For example, a domestic violence shelter may have served a total of 100 victims, of which 25 were provided shelter.
- It is understood that predicting the number of victims that will be served through your proposed project will require some consideration. You may base your projection on contributing factors outside of your immediate control or on projected results of the proposed activities.

Contributing Factors: Your anticipated victim population may be based on contributing factors and/or trends you see within your community. For example, a judicial district whose prosecutor intends to more aggressively pursue accountability of sexual predators could reasonably anticipate an increase in sexual assault victims willing to pursue criminal justice.

Projected Heightened Results: Your forecasted victim population may be based on a direct result you anticipate from the activities proposed for federal support. Example: (1) employing a specialized domestic violence detective should increase the number of incident reports, investigations and arrests in domestic violence cases; (2) the implementation of a public awareness campaign should lead to an increase in victim reporting, or (3) partnering with an organization that serves senior citizens will expand increase your organization's service delivery to elderly victims.

Status Quo Projection: You may anticipate serving roughly the same number of victims as the previous year, which is a perfectly sound forecast, as well.

Statistical information should be as accurate as possible. It is tempting to exaggerate statistical information for the purpose of a grant proposal, but keep in mind that, being program-driven, IGS/VJA looks closely at project planning and outcomes, not grant writing techniques. Subgrant determinations will not be based solely on the number of victims that will be impacted. Realistic forethought and the ability to implement positive change are also determining factors.

PAGES 12 - 16: PROPOSED SUBGRANT PROJECT

Preparing a document that solicits outside support can be an intimidating task. This is often because the author is so invested in the receiving the assistance that he/she forgets to consider the task of those who will read the document. They, too, have a difficult assignment, that being visualizing the problem, the plan and the outcome of the proposal and making important decisions on their understanding of the material provided.

The staff of IGS/VJA appreciates the dichotomy of grant management, particularly during the subgrant determination process; however, the program-driven management style of this office balances the subgrantor/subgrantee components of grant

management so that meaningful partnerships can emerge, creating a third component based on the mutual understanding that, together, we can maximize the benefits of the amount of funding that is available.

Your written presentation is important; however, it serves only as the foundation for the consultation meeting that will follow. The questions asked in this section are designed to guide your presentation into three main components: the **problem**, the **plan** and the **outcome**. Thorough and thoughtful responses to the questions reduce the often intimidating task of preparing a written presentation to one that you perform each day – knowing your community and the capabilities of your organization.

- a. *Community Description:* This section is intended to solicit a visual description of your service area in terms of its unique characteristics. Your response should provide a foundation for the proposed project. Helpful information to include: the counties and/or towns that the proposed project will impact, its general population, terrain and any special features or dynamics that you think IGS/VJA needs to understand and appreciate in consideration of your proposal.
- b. *Proposed Victim Population and Your Community's Current Response:* This section asks you to identify the victim population that will benefit from your project. Even though statistical information is gathered elsewhere in the proposal, a narrative description of the crime type, as it relates to your community, is always helpful to the reader. It is recommended that you avoid statistical information that is not directly related to your service area without a sound correlation being drawn. For example, if national statistics are used in your presentation, you should illustrate how these trends are evident in your community.

Victims are often faced with barriers that prevent them from reaching out or receiving services that enable them to seek justice and to recover physically, emotionally and financially. This section asks for specific information regarding how your community responds to the needs of the victim population.

Please identify all known activities and services that, within close proximity, are currently available to the victim population that this proposal sets out to reach, including those that complement or in some way duplicate those being proposed by your organization.

If proposing to continue efforts of an IGS/VJA subgrant, your response should include the progress that you have seen thus far and needs that require continued focus, as well as any newly identified needs that you plan to address within a continued subgrant project.

- c. *Proposed Project Activities:* Now that your application has described the community, the intended recipients of the proposed project activities and the community's current response to these individuals, the reader is prepared for a detailed illustration of the actual proposed activities.

Please be as specific as possible. In other words, if the proposal is to provide victim services, elaborate on what services are proposed.

- If your proposal entails **new activities**, please provide a timeline that describes how and when the new activities will be implemented.
- If the proposed project activities **overlap or duplicate services already in existence**, how is it perceived that the dual services will benefit victims in your community? *(If applicable, please provide the name of the existing service provider, a contact name, mailing address and telephone number.)*

It is common for grant writers⁴ to tend to overstate their goals in an attempt to demonstrate zeal. In preparing the proposal, the applicant is encouraged to be realistic. IGS/VJA looks to subgrantees to implement lasting and sustainable change, and our partnership will include supporting your organization in working toward the ultimate goal in whatever manner is most conducive to that end result.

- d. *Anticipated Results:* This question is perhaps the most important, as it provides you the opportunity to demonstrate the analytical thought that has gone into your proposal and to illustrate that investing federal funds in your community will yield positive and productive results. This section allows you to complete your presentation by returning to the unique needs of your community and tying the plan you have designed with an explanation of how the proposed activities are proactive solutions to the problems your community faces.

Please remember that federal funds should never be viewed as a reliable source of revenue for basic organizational costs and that the subgrant determination process includes designing and implementing an investment plan for the state's response to crime victims today and beyond.

NOTE: A common mistake made in proposals is using the outcome section to displace responsibilities belonging to the applicant and/or the community on the potential supporter. This technique is rarely effective and often results in the reader reaching insurmountable conclusions.

⁴ While some organizations feel the need to hire the services of a professional grant writer, IGS/VJA stresses that doing so can be costly. The application process is the foundation from which a partnership between the applicant and IGS/VJA may emerge, and it is important that the relationship be based on truth and honesty. If you doubt your writing skills, keep in mind that we will have the opportunity to discuss your proposed project prior to deciding if the proposal will be supported. Therefore, IGS/VJA encourages you to avoid looking to the services of a professional writer and to allow us the opportunity to work directly with you.

Example Rather than demonstrating the benefit that the proposed activities will have on the victim, **an applicant writes:**

If this project is not supported, this organization will have to close its doors, and victims will suffer.

Instead of feeling obligated, **the reviewer can conclude:**

- The applicant has not responded to the question. Diverting my attention might indicate that the project will not have a significant impact on the community.
- Other applications have addressed this question directly, so would it be fair to recommend support for this project over the proposals that demonstrated tangible outcomes?
- It does not appear that this organization could ever sustain even basic services without federal support. The applicant has relayed the fact that, when the federal funds are reduced or eliminated, the doors will close.
- By its own report, this organization is unstable and financially fragile; therefore, supporting this project must be viewed as an investment risk.

From your response, the reader should understand what **tangible outcomes** you believe will be seen if project activities are supported and carried out as planned. In other words, the reader should be able to conclude that the proposed project activities will likely **solve the problem(s)** that, according to the applicant, exist in community.

Again, you are encouraged to **be realistic**. It is doubtful that your efforts will completely eradicate crime, but it may have an impact on the number of victims who report, pursue criminal justice and/or take steps toward independence from an abusive partner.

In addition, **be specific**. Rather than simply stating that your efforts will serve victims, it is helpful for the reader to understand the anticipated impact that the proposed project activities will have on the critical needs of victims; how the proposed services will enhance those that currently exist, and what plans you have for judging whether the proposed activities truly address the problem that exists in your community.

- e. *Interagency Cooperation and Partnerships:* Crime leaves victims with emotional, medical and financial needs. At a time of personal crisis, the victim must make important choices, such as whether to attempt to see the offender held accountable through the court system. Commonly, crime goes unreported because victims feel overwhelmed and do not

know the range of help that is available. Those who do come forward often find that the responsibility is on them to find services, which can be intimidating, confusing and time-consuming. In support of seeing burdens lifted from victims, VOCA, STOP and FVPSA require community coordination and partnerships among professionals. Professional coordination ensures that each victim is assisted through the complicated maze of criminal justice and social services and is afforded the opportunity to benefit from combined resources and expertise.

Informal partnerships may suffice between some providers; however, other partnerships are more critical to the community response the victim experiences and to the overall effectiveness of the subgrant project. In these instances, a formal work plan solidifies the partnership, streamlines their efforts and maps out, step-by-step, how the organizations will work together for the benefit of their victim's comprehensive care. Formal work plans, if designed with the victim's holistic recovery in mind, promote a smooth-flowing and consistent level of attention given to victims, producing a sense of community support and instilling the self-confidence needed to pursue criminal justice and to recover fully.

Your response in this section should illustrate the various partnerships that exist or are needed within your community to ensure that your subgrant project will succeed and the targeted victim population will benefit from a coordination of all professionals. For applicants, it is understood that true and/or formal coordination may be lacking at the time the application is submitted. Your response, however should demonstrate that your organization desires positive relationships with colleagues and that they, in turn, are agreeable to participate in the development and implementation of a formal work plan designed to improve your community's coordinated response.

IGS/VJA is required by its grantors to promote coordination throughout the state and is dedicated to fulfilling this obligation. Coordination among professionals is beneficial for the victim and is cost-effective; therefore, your response to this section will serve as the framework for a special condition that will be included in all subgrants to develop and implement Memoranda of Understanding (MOU), or formal work plans, between various organizations.⁵

Please note that this section is not soliciting general letters of support and informal agreements that victims will be referred to your organization. Keep in mind that effective coordination ultimately removes from the victim the burden of seeking out services alone and enables them to benefit from all expertise with the community. Synchronized efforts of professional accomplish effective coordination. While you may include

⁵ Please provide agency name, contact name, title, mailing address and telephone number for each and provide any copies of formal MOUs that have already been implemented.

documents that illustrate general community support of your efforts and your proposal; however, such documents are not required and fall short of meeting the required level of coordination.

PAGE 17: ANTICIPATED PROJECT COSTS

and

ANTICIPATED PROJECT COSTS SPREADSHEET (Separate Document)

NOTE: Those applicants who have previously submitted proposals to the VJA Program will notice a significant change in the manner in which anticipated costs of your project are reported. Calculation errors in the previous design led to the development of an Excel spreadsheet that combines the necessary narrative description of each cost and the amounts that are thought to be necessary. Therefore, **a separate narrative response is no longer necessary.**

The spreadsheet, entitled 2005 Anticipated Project Costs Spreadsheet, is equipped with formulas that perform calculations based on your indicated needs and rates. Parts of this spreadsheet are locked, leaving only those fields that require a response from you accessible.

Keys points in completing the spreadsheet:

1. The document is in color for the purpose of helping you to better see the response fields; however, you need not submit a color version of this form.
2. As a general rule, response fields are light yellow cells. You can reach each field by using the tab key or clicking the curser on the cell.
3. To activate calculation formulas, you must indicate **yes** in the Request column found at the far left margin. (Page 12 of the Anticipated Project Cost Spreadsheet must be completed in order to activate entire spreadsheet).
4. Formulas for some line items are based on rates, including salaries, all contributing funding sources and hours to be worked both on and off the project.
5. One feature that the spreadsheet does not provide for is salary increases that would occur after the start of the subgrant. If this scenario is anticipated in your organization, please contact the VJA Program for a modified version of the spreadsheet that is currently under construction, and accept our apology for any inconvenience this may cause you.

6. Comments have been inserted in some field to provide extra guidance. You will know a comment exists if you see a red tag in the corner of the call. You should be able to see the comments when you place the curser on the cell; however, at times, formatting of comments can be lost, making it difficult to fully see. If you find that guidance is necessary and you are unable to read a comment, please contact this office so that we can help.
7. This is a new document that has been tested in-house; however, it may contain errors that were undiscovered. We are anxious to hear your feedback on the form, including any complications you had in its completion.
8. If you find that more spaces are needed or that a line item that you need is not offered, please call the VJA Program for assistance. If needed, the spreadsheet will be altered to suit your needs and emailed to you.

In considering your cost needs for this project, the following information is provided:

Please keep in mind that federal grant programs are not intended to address overall budgetary needs of an organization, but rather to financially assist an organization in implementing grant program initiatives that it cannot otherwise afford. Federal funds are restricted to costs that are directly tied to the activities of the subgrant project, and the state is prohibited from expending grants funds to replace the use of local funds with federal dollars. If a project is to become sustainable beyond federal support, the organization's contribution should increase over time.

In preparing your proposed federal budget, it is helpful to consider that the state is obligated to account for federal expenditures and the programmatic results of the state's investments. To do this, IGS/VJA requires subgrantees to submit expenditure and programmatic reports on a quarterly basis that are reviewed in terms of the scope of the project. Supporting documentation (invoices, timesheets, mileage logs, etc.) must be submitted in order to receive reimbursement for budgeted costs.

It is important that a clear understanding exist between IGS/VJA and the subgrantee regarding the costs that will be reimbursed using federal funds. The first step to reaching a mutual agreement is having complete information. Anticipated costs will be discussed during your consultation meeting and will become a critical factor in our determination of whether we can afford your proposal, and, if so, which grant program will support the costs.

Each cost identified should be described in terms of:

- its relation to project activities,
- the feasibility of the cost or service being donated,
- the rate that you anticipate,

- the federal amount that you propose IGS/VJA to contribute,
- a description of how you reached the proposed federal contribution, and
- any other funding sources that will contribute to the entire cost.

IGS/VJA appreciates that financial hardships are felt across the state. This makes the task of investing federal funds all the more difficult. You are strongly encouraged to evaluate your financial needs carefully, keeping requests to a minimum, so that IGS/VJA can effectively balance the state's needs with the funding that is available.

The following is offered for each budget category:

Salaries: The most common means to accomplish project goals is through staff that performs the activities specified within a subgrant.

Please Note: If salary costs are included in your proposal, your proposal should provide full disclosure of all relevant information, including each of the following points for each position:

- the position(s) that you believe will be needed to effectively perform the proposed work, listed by **formal job title**⁶, as opposed to any alternate title. (For example, an Executive Director is not to be portrayed as an Advocate, for purposes of the proposal. IGS/VJA reserves the right to withdraw support for any position that is misrepresented in the proposal.)
- the status of the position(s), in terms of whether the position currently exists within the organization and whether it is/will be subject to overtime provisions in the *Fair Labor Standards Act*. In the event the position will be subject to provisions regarding overtime compensation (Non-Exempt), include the organization's policy for providing overtime payment/compensatory time, as well as how the organization will afford the cost.

If you believe that your organization qualifies for an exemption to the Fair Labor Standards Act, please respond on page 17 of the proposal form. The state's award is conditional upon compliance with various standards, some of which require special consideration. Please understand that, in order to be considered for an exemption, a response must be provided; otherwise, this will be taken as a willingness to comply with the Fair Labor Standards Act, regardless of any exemption your organization may be entitled.

- the total amount of time the proposed employee will work per week (established as Sunday – Saturday) and how much of that time will be devoted to project activities. If other duties, aside from project-related, will be placed on the employee (i.e. fundraising, administration or other service activities), the narrative must describe how the employee's time will be managed and supervised to ensure an accurate account of work time and activities to delineate actual time worked on various assignments.

⁶ A formal document is one that has received full endorsement from an organization's governing body.

- the annual salary and hourly rate of compensation you foresee. The cost spreadsheet is designed to calculate the hourly rate using the information provided. Its accuracy is dependent on accurate responses to the information solicited.

Some organizations pay a determined an annual salary to employee and believe that this negates an hourly rate being established. Please understand that any agreement that results from your proposal will be based on the number of hours service that will be provided and reimbursement will be made accordingly.

Please Note: To fully illustrate the work proposed, copies of all formal job descriptions must be provided with the application. If the position is an extension of an existing one, a copy of the proposed revised job description must be provided. Any proposed changes to the formal job description must demonstrate that its adoption has been approved by the governing body, contingent upon support received by IGS/VJA.

Personnel costs that will not be considered for reimbursement with federal funds are overtime, bonuses, incentive pay and clothing allowances. Extra help costs will not be considered during the initial budget phase.

Benefits: Employees hired under a subgrant should be afforded the opportunity to receive the same benefits as those supported through the organization's general funds; therefore, and these cost can be included in your proposal. Your proposal should to include the rate for each benefit. Copies of insurance policies with rates documented will be reviewed during the proposal consultation.

Mandated Employer Benefits: The employer's share for FICA is a set rate of 7.65% of the annual salary. (This rate is locked into the spreadsheet, as it will not vary.) State unemployment and workers compensation rates, however, are determined by various contributing factors, such as the organization's history of claims filed. Please note that IGS/VJA support for state unemployment will be limited to a prorated share of the actual cost, not to exceed the base rate (3.6% of the first \$10,000) for approved project personnel and will require documentation confirming cost rate.

Optional Employer Benefits: Commonly, health insurance and retirement benefits are offered to employees through group policies held by the organization⁷. IGS/VJA supports optional employer benefits but must ensure that the amount of federal funds used for this purpose does not negatively impact on the state's ability to meet our obligation to place primary focus on programmatic outcomes. As a cost-cutting measure,

⁷ To avoid impropriety, IGS/VJA will not support any health insurance benefit that is not through an insurance policy held by the subgrant organization. Arrangements made between the subgrant organization and the employee to provide reimbursement for the cost of a policy held personally by the employee or a relative of the employee cannot be supported unless the cost is factored into the employee's taxable income through the subgrant organization.

IGS/VJA finds the need to stabilize the amount of funds used for optional employer benefits, as rates submitted in previous years have varied significantly. IGS/VJA support will be limited to a prorated share of health insurance for subgrant personnel at a base rate established by an analysis of 2002 federal costs and the current state rate (\$320/month per employee for basic coverage).

Prorated Share of Benefits: Federal funds can only be applied to the percentage of time that will be paid with federal funds. For example, if an employee is proposed to work 20 hours per week on project activities and 20 per week hours on activities that fall outside of the scope of the project, IGS/VJA can only consider half of the cost of benefits as reimbursable.

Maintenance and Operations: Particularly for new projects, the applicant may find the need to seek support for costs that directly relate to the implementation of the initiative, such as brochures that announce the availability of the service, supplies, mileage and telephone. If included, please provide an itemized list, with rates so that accurate prorated calculations can be made. Documentation confirming cost rate will be provided to IGS/VJA before or during the consultation meeting, as explained in the *RFP Overview*.

Please note that mileage reimbursement is restricted to subgrant project personnel and limited to the rate established by the organization's formal policy, not to exceed the state rate of 34 cents per mile. Documentation confirming cost rate will be required before or during the consultation meeting, as explained in the *RFP Overview*. Also note that reimbursement for this cost requires the use of IGS/VJA travel logs for reimbursement.

Training: To enhance the skills of project personnel and/or volunteers, costs associated with providing formal in-house training or attendance at a local, state or national conference may be funded. If available, the proposal should contain a copy of the agenda of the proposed training, along with an explanation of how the topics will impact on project activities. If such material is not available at the time the application is prepared, the applicant should provide a description.

Contractual Professional Services: Some projects may be enhanced with use of professional services that are contracted to provide services to victims, such as interpreters, therapists or legal representation. These costs may be included in a proposed budget but must include the information requested in the cost spreadsheet.

Capital Outlay: Large ticket items generally fall within the capital outlay line item. If you consider equipment as a necessity to the implementation of the project, you should provide a detailed explanation of how the item will be used. Please understand that the state retains ownership of any equipment purchased with federal funds and will be recovered at the conclusion of the subgrant period for redistribution, unless a written request to retain the property is approved by IGS/VJA. Also note that, if equipment is granted, the subgrant organization is

responsible for general operating and maintenance costs, as well as repairs while in your possession.

Assurance of Non-Supplanting: Page 17 of the proposal form contains the required assurance that federal funds will not be used in a manner that replaces local funds. In other words, if an organization has previously budgeted an item, it would be inappropriate for it to receive federal funds to support the cost, thereby creating a surplus in its local revenue.

The applicant is to ensure that the costs proposed for federal support do not supplant local funds. Please pay close attention to this assurance, as making a false statement may disqualify your organization from consideration.

PAGES 18: ACCESS TO MATCHING CONTRIBUTIONS

Each of the grant programs administered by IGS/VJA requires subgrant organizations to provide a matching contribution of 20% to 35%.⁸ It is important to remember that matching contributions cannot be derived from other federal funds and, once budgeted within a subgrant agreement, become a part of the subgrant project, disqualifying those dollars to match other programs. If a non-federally funded employee's time is offered as match, that individual's work on the project must also be tracked and reported as project activities and costs and that individual's time cannot be applied toward required match for any other subgrant received or applied for.

Match is intended to enhance the use of federal funds and is subject to the same regulations as the federal dollars. The federal line item guidelines above also apply to matching contributions.

Please describe any and all contributions your organization has to offer in narrative form. (Previous applicants will note the elimination of the need for these costs to be entered into a budget format.) This section will assist the IGS/VJA Program Administration in determining the subgrant organization's access to matching contributions and will incorporate that which is most suitable for the grant program, in the event a subgrant award is issued.

Please note that volunteer contributions are generally calculated at \$7.50 per hour unless the service being volunteered is a professional service that is ordinarily charged for, such as legal representation and counseling. If a professional service is provided, the applicant may calculate match at the provider's customary rate. Also note that IGS/VJA will not consider any "volunteer time" of agency staff, nor are Board activities allowable for matching purposes.

PAGE 19: PROJECT SUSTAINABILITY

Grant programs are intended to provide a temporary means to accomplish goals and should be invested in a way that ensures long-term, sustainable activities and/or

⁸ Previously, the STOP Program provided an exemption to matching requirements to certain organizations. On the advice of legal counsel, the Office on Violence Against Women rescinded this exemption and now requires all STOP funds to be matched.

benefits beyond federal support. In order to be considered a wise investment, the applicant must demonstrate that the project will be sustained.

Sustaining an activity does not necessarily mean retaining subgrant-funded personnel. For example, a subgrant could be designed to establish court advocacy or specialized prosecution as a means to determine the benefits of such concentrated efforts and the logistics of incorporating new procedures into its existing staff or volunteer duties at the completion of the project period. Other projects, such a public awareness campaign, do not entail a continuation of actual activities, but the results of the one-time activity will be evident in years following the completion of the project. Both of the example subgrant projects could be viewed as wise investment of federal funds.

This section provides your organization the opportunity to sell your project as a wise investment. A complete response will describe the organization's thoughts on the project's sustenance, its plan to continue or see benefit of project relevant activities someday without the need for federal support and the length of time you anticipate before sustainability will be achieved.

Please understand that this section will be weighed very carefully. With potential reductions in federal awards, this office must invest funds in manner that will yield the intended long-term results.

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These instructional are intended to guide applicants through the proposal forms. If you need additional clarification, please do not hesitate to contact the Victim Justice and Assistance Program.